

FAREHAM

BOROUGH COUNCIL

OFFICER DELEGATED DECISION

Date: Friday, 22 March 2019

Time: 2.00 pm

Venue: Collingwood Room - Civic Offices

Officer: A Wannell



1. Report Published

Key Decision

- (1) **Award of Contract - Support Service for Community and Voluntary Services in the Borough of Fareham** (Pages 3 - 16)



P GRIMWOOD
Chief Executive Officer

www.fareham.gov.uk

14 March 2019

For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
democraticservices@fareham.gov.uk

FAREHAM

BOROUGH COUNCIL

Report to the Director of Finance and Resources for Decision 22 March 2019

Portfolio:	Leisure and Community
Subject:	Award of Contract – Support Service for Community and Voluntary Services in the Borough of Fareham
Report of:	Head of Leisure and Corporate Services
Corporate Objective:	Strong, safe, inclusive and healthy communities

Purpose:

This report seeks to award the contract following tenders received for the provision of support services for voluntary and community groups in the Borough of Fareham.

Executive Summary:

Fareham Borough Council provides funding to support and maintain a vibrant community and voluntary sector in the Borough. The Council recognises the importance of well-supported, effective community and voluntary activities. It is well documented how the opportunities provided by volunteering and engagement with community groups encourage residents to have full and active lives and promotes a strong connection to the local area.

The community and voluntary sector is a crucial partner for the Council, given the wide variety of valuable services that it freely delivers locally.

Traditionally the support of this sector has been provided by Councils for Voluntary Service, or CVS as they are more commonly known. CVSs work for the benefit of local residents and community groups and offer support to address a wide range of requirements.

Tenders have been received for the delivery of this community support contract. It is recommended that a contract be awarded to the organisation that was able to demonstrate the most economically advantageous offer, as detailed in the confidential evaluation matrix attached.

Recommendation:

To agree to award a contract to the tenderer ranked 1st in the confidential evaluation matrix, an initial three-year, plus an optional one additional year contract, with a break option after one year, for the provision of support services to the community and voluntary sector in the Borough of Fareham.

Reason:

To provide effective support to the community and voluntary sector in the Borough.

Cost of Proposals:

The total cost for delivery this service, over 4 years is £160,000 (£40,000 per annum)

Risk Assessment:

No risks have been identified.

Appendices: Confidential Appendix A – Confidential tender evaluation matrix for the Community Services tender process

Background Papers:

- Report to the Executive, September 2015 – Award of Contract: Support Services for the Community and Voluntary Services, Fareham.
- Report to the Executive, February 2018 – One Community Contract Extension

FAREHAM

BOROUGH COUNCIL

Briefing Paper

Date:	22 March 2019
Subject:	Award of Contract
Briefing by:	Head of Leisure and Corporate Services
Portfolio:	Leisure and Community

INTRODUCTION

1. Fareham Borough Council provides funding to support and maintain a vibrant community and voluntary sector in the Borough. The Council recognises the importance of well-supported, effective community and voluntary activities. It is well documented how the opportunities provided by volunteering and engagement with community groups encourage residents to have full and active lives and promote a strong connection to the local area.
2. The community and voluntary sector is a crucial partner for the Council, given the wide variety of valuable services that it freely delivers locally.
3. Traditionally the support of this sector has been provided by Councils for Voluntary Service, or CVS as they are more commonly known. CVSs work for the benefit of local residents and community groups and offer support to address a wide range of requirements. These include;
 - identifying volunteering opportunities for individuals
 - advising of funding opportunities to enable community organisations to meet their strategic aims
 - offering advice around governance to encourage resilient and effective organisations.

BACKGROUND

4. Following a report to the Executive in March 2015, several options were considered for providing effective targeted support and assistance to the community groups and organisations in Fareham.
5. The Executive approved the option to tender for a service that would deliver the Council's identified priorities for community support. These priorities were volunteering, funding advice and governance, and were referred to as the 'Big 3'.

6. The results of the tendering exercise were considered by the Executive at a meeting in September 2015 following which a two-year contract was awarded to One Community. To bring this contract in line with the financial year, this contract was subsequently extended to expire in March 2018.
7. In February 2018 the Executive considered a further report detailing how the reduction in funding available to the community and voluntary sector from Hampshire County Council was prompting CVSs to reconsider their models for providing support. At this meeting the Executive approved that the re-tender of the community services contract for Fareham be postponed for one year to enable the impact of these changes on the sector to be fully understood. To ensure stability for Fareham during this time, it was agreed that One Community's existing contract would be extended to March 2019.
8. In March 2018, Hampshire County Council confirmed the level of funding that it would provide to CVSs. In addition to confirming a future reduction in the funds available to these organisations, they demanded that CVSs across Hampshire work together to form a cohesive group for County funding allocation with the aim of improving efficiency. This new working model has had little impact on the provision of the Big 3 in the Borough Fareham.

PROCUREMENT

9. On 26 November 2018, an invitation to tender for the service to provide support for Fareham's community and voluntary sector was issued via the South East Business Portal.
10. The opportunity to tender was shared widely with CVSs and organisations that had expressed an interest in providing this service during the 2015 tender process.
11. On the 11 January 2019, three tenders were received via the South East Business Portal and electronically unsealed by Procurement officers

EVALUATION PROCESS

12. The tender document defined a pre-determined scoring mechanism whereby tenders are assessed on best quality of service, best value for money and the proposed service being offered.
13. The tender submissions were evaluated, and the scores weighted as specified in the invitation to tender. The scores and ranking of all three tenders received are represented in the confidential evaluation matrix marked appendix A.
14. Tenders were required to complete a 'Tenders Compliance and Response' pro-forma. This enables officers to score the quality and service elements of their submission, accessing their method of approach to delivering the service.
15. Based on the evaluation of the tenders received, the three bids have been ranked in order of economic advantage to the Council. During the evaluation process, the

lowest scoring bid was determined to have failed to demonstrate adequate provision of dedicated staff for Fareham, in addition to submitting the highest cost. As a result, a shortlist was comprised of the two remaining tendering organisations.

16. The shortlisted tenders were further evaluated by an Evaluation Panel comprised of Procurement and Leisure and Community officers. The two organisations were invited to make a formal presentation to the Evaluation Panel on 28 January, detailing their proposal.
17. Following this process, the scores and ranking of both organisations were refined. The most advantageous supplier, which achieved the highest overall combined score, is recommended for the award of the contract.

RISK ASSESSMENT

18. Many of the usual and identifiable risks initially presented in this type of project have been negated through the Council's rigorous and structured procurement process.
19. Twice yearly strategic monitoring of the contract will take place with the Executive Member for Leisure and Community and Head of Leisure and Corporate Services, in addition to bi-monthly operational networking meetings to reduce potential risks will take place with Leisure and Community officers.
20. In addition, the contract will run for three years with a break option after twelve months to reduce the risk of ongoing unsatisfactory performance further. There will also be an option to extend the contract for a further year following satisfactory execution of the initial three-year contract to increase stability if the Council is content with the service.

FINANCIAL IMPLICATIONS

21. The costs associated with this contract will be financed from the Council's Community Development budget for which provision has been allocated for the next four years.

CONCLUSIONS

22. Having followed the Council's stringent procurement process, three tenders were evaluated by officers from Procurement and Leisure and Community.
23. Following a presentation and a formal scoring process, it is recommended that the most advantageous tender received, ranked 1st in the confidential appendix to this report, be accepted and an initial three-year plus an optional one additional year contract, with a break option after one year, be awarded for the provision of support services to the community and voluntary sector in Fareham.

Enquiries:

For further information please contact Claire Benfield (Ext. 4495) Leisure and Community Officer

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

